



## *City of Lemon Grove* Employment Opportunity

### **Executive Assistant**

**Deadline: January 10, 2017 at 5:30 p.m.**

**MONTHLY SALARY RANGE:**    \$3,452.57 - \$4,196.79

#### **SUMMARY**

Under direction, the Executive Assistant is in the confidential unit and provides highly skilled and often confidential administrative and clerical support to the Mayor, City Council Members, City Manager, Management Analyst and associated executive, supervisory and professional staff.

#### **TYPICAL DUTIES**

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

- Plans, organizes and manages support functions of the Office of the City Manager, Mayor and City Council;
- Serves as a primary contact and liaison for with other City departments and staff, the general public and outside agencies and organizations. Takes and responds to phone and in-person contacts which include screening inquiries, referring inquiries to appropriate departments, taking messages and scheduling appointments for the City Manager, Mayor and City Council members;
- Collects background information pertinent to complaints; monitors and reconciles balances of the City Manager and Council budget accounts;
- Composes correspondence and types a wide range of material and extensive knowledge of Microsoft word processing, editing and formatting features;
- Create forms, logs and standardized letters using Microsoft Office; may prepare graphs, pie charts and other graphic presentations using various computer software programs;
- Proofreads and edits materials for spelling, syntax, grammar and clarity; reviews for form and accuracy, materials prepared by City departments for signature of the City Manager or Mayor;
- Schedules City-hosted events such as conferences and business meeting dinners for interagency and/or professional organizations which include arranging accommodations, invitations, catering, setups, speaker arrangements, decorations and follow-up correspondence;
- Establish and maintain traditional and automated filing systems and check accuracy and completeness of information being filed; coordinate archival files per the City's records management policy;
- Relieve management staff of as many details as possible by segregating important matters for the appropriate persons, reviewing and making sure that all the details are taken care of, which includes assuring all key documents or pieces of information are provided as necessary;
- Perform research regarding special projects as assigned, which may include accessing the Internet;
- Attend meetings and take minutes of business conducted and compose minutes;
- Receives incoming mail, arranging in priority order, assembling background information and distributing to appropriate personnel; delivers materials to the Mayor and Council members, as necessary; codes and files correspondence and documents;
- Coordinates schedules and maintains a calendar of appointments, meetings and events for the City Manager, Mayor and City Council members;

- Schedules conferences and out-of-town meetings for City executives and officials, making reservations for transportation, accommodations and registrations;
- Initiates and processes warrant requests; orders city wide office supplies and items for recognition such as plaques; monitor budget expenditures;
- Performs front desk phone, counter and cashier relief duties when necessary; and performs other duties as assigned.

### **DESIRED MINIMUM QUALIFICATIONS:**

#### **EDUCATION, EXPERIENCE AND LICENSES**

Any combination of training, education and experience that demonstrates possession of the knowledge and abilities stated above and the ability to perform the duties of the position.

- Equivalent to the completion of the twelfth grade. Additional specialized course work in public administration, business administration, or a related field is desirable; and
- 5 years of increasingly responsible executive-level assistant or secretarial experience to the chief administrative officer of a public or private sector employer having multiple organizational levels and a high level of public and professional contact;

### **SELECTION PROCESS**

Following a review of applications submitted, the most qualified applicants will be selected to interview for an appraisal of experiences, training and qualifications. Interviews will be held the week of January 23, 2017.

### **FINAL FILING DATE**

A completed City application is required for consideration. Resumes will not be accepted in lieu of a completed application. Applications may be filed online at <http://lemongrove.ca.gov/departments/human-resources>. Any questions can be directed to the Human Resources Department [crussell@lemongrove.ca.gov](mailto:crussell@lemongrove.ca.gov) or 619-825-3848.

**Applications must be received before 5:30 p.m. on Tuesday January 10, 2017.**

THE CITY OF LEMON GROVE IS AN EQUAL OPPORTUNITY EMPLOYER

The City of Lemon Grove does not discriminate on the basis of race, color, national origin, sex, religion, age marital status or disability. Should you require accommodations for testing, please advise at the time of application submittal.